



City of Austin - JOB DESCRIPTION



Aviation Administrative & Business Development Manager

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	10185	Salary Grade:	AA9
Approved:	September 16, 1998	Last Revised:	January 30, 2008

Purpose:

Under general direction or working independently, organize and manage the activities of marketing, administrative, and property management professionals.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Manages and directs the preparation, negotiation and administration of all airport real estate leases, concession agreements and permits.
2. Provides recommendations and research that facilitates developing airport property for commercial uses.
3. Manages real estate property and facility agreement terms for compliance and renewal.
4. Administers utility and public easements.
5. Assigns and supervises the drafting of proposal, bid, lease and permit documents
6. Determines proposal/bid evaluation criteria and recommend contract awardees to Director.
7. Administers land acquisitions
8. Develops and executes plans and budgets Develop and implement strategies to maximize revenue from airport properties and concessions.
9. Makes presentations to City officials, airport tenants and community groups on the airport business development program.
10. Manages airport marketing program and represent the airport at industry meetings.
11. Manages the development and implementation of procedures that facilitate the preparation, distribution, storage and retrieval of departmental documents

Responsibilities - Supervisor and/or Leadership Exercised:

- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in a field related to Business or Public Administration plus five (5) years of administrative/management experience in program management or coordination, plus two (2) years of supervisory experience.
- A Master's degree in Business Administration, Public Administration or related field may substitute for two (2) years of the required experience

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.